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PART I

IMPORTANT GOVERNMENT ORDERS

FINANCE SECRETARIAT

Conversion of the Badami Sub-treasury into a Banking one.

CORRIGENDUM.

No. FD 22 RBC 64, DATED BANGALORE, THE 17TH SEPTEMBER 1964 (BHADRAPADA 26, SAKA ERA 1886).

For the Annexure 'A' of Government Order No. FD 22 RBC 64 dated 25th August 1964 *substitute* the enclosed Annexure.

N. S. BHARATH,

Deputy Secretary to Government, F. D.

ANNEXURE 'A'

1. The contents of the currency chest should be actually verified by a detailed count in the presence of the Sub-treasury Officer and the Agent, State Bank of India, Badami, at the time of transfer. For this purpose the agent and his staff will commence counting and examination of the currency notes a week in advance of the date of transfer of cash work to the Branch to enable the Bank staff to complete the detailed check effectively before finally taking over the currency chest balance on the appointed date. Pending completion of the taking over, the currency notes which have been examined and counted will be retained in the boxes locked by the Agent and the Head Cashier of the branch of the State Bank of India, inside the sub-treasury strong Room. The checked notes will thus be in the joint custody of both the Bank and Sub-treasury Officer, until the entire chest balance is checked and taken over by the Bank. The correctness of the balance handed and taken over should be certified in the form given below by the Tahsildar and the Agent to the Branch of State Bank of India. The certificates will be drawn in quadruplicate, one copy of which will be furnished to the Currency Officer of the Reserve Bank of India, Bangalore, another copy to the Government in the Finance Department, the third copy to the local Head Office of the State Bank of India, Madras and the fourth to the Deputy Commissioner of Bijapur.

CERTIFICATE.

"Certified that the balance in the Badami Sub-treasury in the Currency Chest on..... ..aggregated to Rs. .....
(Rupees in words)..... ..that this amount has been ascertained by detailed actual count by us of the contents of the chest and that this amount has been taken over by the Agent of the Branch of the State Bank of India at the Badami Sub-treasury on behalf of the State Bank of India.

Date.....

Agent,
Branch of State Bank of India".

The Currency Officer, Bangalore, after verifying the certified Currency chest balance with the entries in his books will send a confirmatory certificate as to the correctness of the balance to the Deputy Commissioner, Bijapur Sub-treasury Officer, Badami and the local agent of the State Bank of India endorsing copies of it to the Government in Finance Department and to the Head Office of the State Bank of India at Madras.

After the close of the business of the day previous to the appointed day, that part of the Cash Balance in the Sub-treasury consisting of Currency notes and whole rupees should be paid by the Sub-treasury Officer into the Currency chest to the maximum extent, practicable. The residual currency notes and whole rupees as well as small coins should be counted in detail and remitted to the Bank on the appointed day under a separate challan. The Bank will credit the amount as a receipt from Government in the accounts of the day under the head 'Cash Remittance' between treasuries-Reserve Bank of India'. A report of the Treasury balance so credited signed by the Officers concerned should be forwarded to the Government in the Finance Department and the local Head Office of the State Bank of India.

2. The cash transactions connected with the following items of work will be conducted at the Sub-treasury itself as heretofore. The remitters of money or the payees, as the case may be, need not in such cases go to the Bank for their transactions :—

(a) Disbursement of Indian Military Pensions (on muster rolls).

(b) Collection of Land and Excise Revenue, Transactions of Muzrai Funds, V. P. Funds, etc., connected with the Taluk Accounts.

(c) Transactions on account of receipts and payment under Savings Bank.

(d) Any other items of work to be specified by Government.

N. B.—The amounts collected at the Sub-treasury should be remitted to the Bank daily under challans indicating the head of account. Separate challans should be used for different major heads. Amounts disbursed from the permanent advance should be recouped from the Bank daily on simple payees' receipts furnishing classification similarly.

Amounts required for disbursement in excess of the balance of the permanent advance should be drawn from the Bank on simple payees' receipts, furnishing the heads of classification in the same way.

3. Pensioners will be paid their pension at the Bank on Pay Orders issued by the Sub-treasury Officer.

4. Taxes and fees on motor vehicles hitherto collected at the treasury will on and after the 'appointed date' be collected at the Bank direct. The licenses, etc., will be issued by the authorities concerned as usual on surrender of the challan receipted by the Bank and after verification of the credit for the taxes or fees paid in the Treasury Accounts.

5. General, Court fee, Postal and other stamps including Postal Stationery will be issued at the treasury itself even after the 'appointing date'.

6. Cases, where remittances into and drawal from the Bank may be arranged directly without obtaining an authorisation from the Treasury Officer are specified in Annexure B. In other cases, the documents on which money is presented or payment claimed at the Bank should have the authorisation of the Sub-treasury Officer. The challans or bills so authorised, if not presented to the Bank within ten days of their authorisation require revalidation by the Treasury Officer.

7. The prescribed form of challan alone should be used for all remittances into the Bank. The forms will be supplied by the Sub-treasury.

8. Cheques on Banks received by Government Officers in payment of Central or State Government dues or in settlement of other Government transactions should be remitted to the Bank direct. Such cheques should be endorsed in favour of the Bank in all cases. Form M. F. C 3 (Bank) itself may be used as challan in such cases. Pending realisation of the amounts thereof a receipt or token for the cheque only will be given by the Bank in the first instance. The final receipt will be delivered to the parties by the Bank soon after the cheques are cleared.

There will be a daily clearance of cheques accepted and the transactions will be included in the daily account rendered to the Sub-treasury after the cheques have been cleared.

Note : The Bank reserves to itself the right to refuse to accept cheque, the collection of which in its opinion, cannot reasonably be undertaken and which it would not accept on behalf of its own constituents.

9. Cheques drawn by Government Officers for drawing funds from the Bank should be addressed to the Bank and not to the Sub-Treasury Officer. Such cheques are negotiable. Until new cheque forms are printed the required correction may be made in the existing forms in manuscript or rubber stamp. Such alterations do not require attestation. Cheque books will not be supplied by the Bank. They will be supplied by the Sub-treasury, as at present.

Note : Cheques issued by such officers on the Sub-treasury previously and remaining unpaid on the 'appointed date' will be cashed at the Bank direct subject to the rules of currency, etc. The information required by the Bank in this behalf will be furnished by the Sub-treasury as indicated at Para 10 *infra*.

10. The Sub-treasury Officer will arrange to forward to the Bank one week in advance of the 'appointed date' the specimen signature of the Government officers authorised to operate on the P. D. and other accounts at the Sub-treasury. Copies of standing instructions, if any, in the assignment, drawing or P.D. Accounts, together with the correspondence pertaining to stopped cheques, etc , should also be forwarded to the Bank on or before the 'appointed date'.

11. All Officers drawing cheques on the Bank should furnish to the Bank, on the 'appointed date' a list of their cheques issued prior to the 'appointed date' and outstanding payments on that date by obtaining the necessary information from the Sub-treasury.

12. Monthly pay bills of Government officers and offices should be presented at the Sub-treasury for scrutiny three days in advance invariably as prescribed in Article 80, Mysore Financial Code, 1958. Such pay bills with the Pay Order of the Sub-treasury Officer on the Bank will be delivered on the last working day. Bills presented for passing should be merely signed without receipting the contents, which should be done only after the bill is received back from the Sub-treasury with pay orders and before presentation at the Bank."